

ROUTING AND TRANSMITTAL SLIP

Date

10/27/81

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
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Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Attached are the remainder of the component responses to the General Counsel's memorandum on the Paperwork Reducation Act. As we discussed, you should retain these in the event of a review of the Agency's compliance with the Act.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No. Bldg.

Phone No.

81-06756

DD/IMS 81-347/1

7 AUG 1981

DD/A Registry

81-0484/12

MEMORANDUM FOR: General Counsel

FROM:

Chief, Information Management Staff, DO

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SUBJECT:

Analysis of the Paperwork Reduction Act of 1980

REFERENCE:

OGC Memorandum 81-05486, 30 June 1981,
Same Subject

In response to your question in Section V of Reference:

1. The Directorate of Operations (DO) conducts annually an inventory of its information system. The results of that inventory are reported formally to the Agency Records Management Officer and by him to the Archivist of the United States.

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2. The DO reviews annually its program of information management activities including planning, budgeting, organizing, directing, training, promoting, controlling and other activities involving the use and dissemination of information. The results of this review are reported formally in the annual program submission to the DDO and incorporated in the annual Agency program. Further, the Directorate carries out through its records management officer system a continual review of its information systems to ensure that those systems do not overlap and that they are in compliance with Federal laws and regulations.

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In our view these activities represent full compliance with the requirements of Section 3506 of the Paperwork Reduction Act as explained in Reference memorandum.

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WARNING NOTICE
INTELLIGENCE SOURCES
AND METHODS INVOLVED

C O N F I D E N T I A L

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81-03457

27 April 1981

MEMORANDUM FOR:

Office of General Counsel

THROUGH

: Chief, Planning, Management and Evaluation Staff, NFAC

FROM

: NFAC Records Management Officer

SUBJECT

: Analysis of the Paperwork Reduction Act of 1980

REFERENCE

: OGC 81-03102, same subject, dated 14 April 1981

1. In response to Section V of the referenced memorandum, NFAC's ADP Coordinator has the following responsibilities that enable NFAC to meet the obligations required by the Paperwork Reduction Act of 1980:

- A. Preparing a Five-Year ADP Plan for NFAC annually. This plan consists of NFAC ADP requirements, including all major ADP initiatives, for the five-year period. Copies are furnished to ODP, the Intelligence Community Staff and, this year, to the Information Handling Systems Architect.
- B. Maintaining a catalog of NFAC administrative data bases in order to coordinate the development of the data bases and to insure no duplication of effort.
- C. Developing NFAC-wide ADP programming and documentation standards.

2. In addition, each NFAC office has an ADP Control Officer who is responsible for monitoring and coordinating ADP activity in their office and keeping the NFAC ADP Coordinator informed.

G/10 - Give this to the paperwork czar when appointed